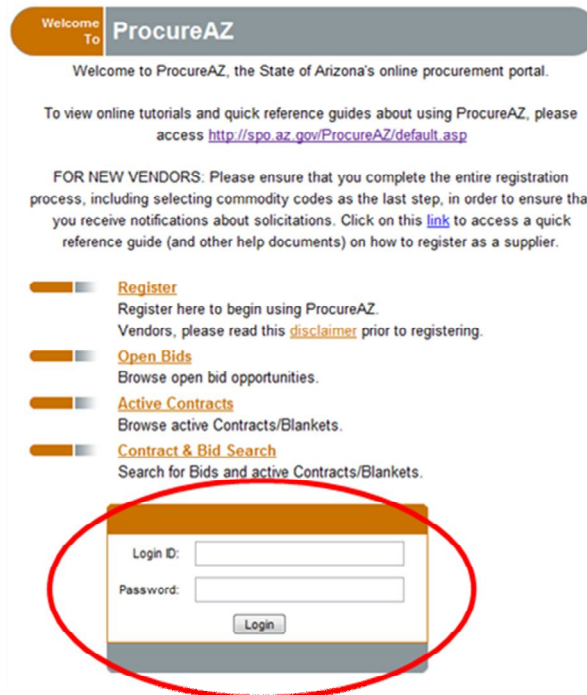# Accessing POs and Change Orders

This quick reference guide is designed to help vendors understand how to access Purchase Orders (POs) and Change Orders sent to them in the State of Arizona's new eProcurement system, ProcureAZ. PO and Change Order notifications will be sent to the primary email address associated with the vendor's profile, not to individual vendor users. If your entity has received a notification about a PO or Change Order via email, follow the steps in this guide to access and review the document.

Login to ProcureAZ

The first step is to login to ProcureAZ at *procure.az.gov* using your login ID and password. The email you received notifying you about the PO or Change Order will also contain a link to the system that you can click.

Finding a Purchase Order

After login you will see your home page and tabs underneath the Welcome message. To find a PO or Change Order, click on the PO tab. The POs and/or POs with Change Orders that you have not yet acknowledged will be listed first. You can access a PO by clicking on the link in the **Purchase Order #** column on the left side of the screen.

Procure.AZ.gov
Arizona's Procurement Solution

Accessing POs and Change Orders

Acknowledging a Purchase Order

Upon selecting a PO, you will be asked to acknowledge receipt of the PO and its Change Orders before it will display. Acknowledging a PO indicates that you are aware of it and that you will respond to it.

Check both of the check boxes on the left and click on the **Proceed** button to:
- Acknowledge your receipt of the PO and its Change Orders, and
- Notify the requestor at the State that you have received the PO.

Download Acknowledgement

☐ I am acknowledging receipt of this purchase order and/or its change order(s).

☐ Notify requestor of receipt of this purchase order and/or its change order(s).

Proceed   Cancel & Exit

Viewing a Purchase Order

The PO will be displayed with the number prominently displayed in the upper left hand corner of the document.

Open Market Purchase Order ADSPO10-000390

Summary   Subcontractors

Header Information

Purchase Order Number:	ADSPO10-000390	Release Number:	0	Short Description:	Laptops
Status:	3PS - Sent	Purchaser:	System Administrator	Receipt Method:	Quantity
Fiscal Year:	2010	PO Type:	Open Market	Minor Status:	
Department:	ABA - Accountancy Board	Location:	ABA - Accountancy Board	Type Code:	
Alternate ID:		Entered Date:	09/29/2010 04:30:51 PM	Control Code:	
Days ARO:	0	Retainage %:	0.00%	Discount %:	0.00%
Required By Date:		Promised Date:			
Contact Instructions:		Tax Rate:		Actual Cost:	$4,000.00
Ship-to Address:	Arizona Department of Homeland Security 1700 W. Washington St. Suite 201 Phoenix, AZ 85007 US Email: test@goperiscope.com Phone: (602)542-7056	Bill-to Address:	Arizona Department of Homeland Security 1700 W. Washington St. Suite 201 Phoenix, AZ 85007 US Email: test@goperiscope.com Phone: (602)542-7056		
Master Blanket/Contract End Date (Maximum):					
Attachments:	Uniform Terms & Conditions, Uniform Instructions				

Additional Documentation about the PO

Printing a Purchase Order

All POs issued to you will stay within ProcureAZ indefinitely, so you do not need to print it out. However, if you would like to print out a paper copy of a PO, click on the **Print** button on the bottom of the screen while looking at the PO. ProcureAZ will preview the PO on the screen and you can then print the PO to the printer of your choice or save it to your computer.

Accessing POs and Change Orders

Finding and Acknowledging a Change Order

You will be notified of Change Orders if an agency has made changes to a PO they've previously sent you. Notifications of Change Orders will also be sent to the primary email address associated with the vendor's profile, and not to individual users established for the vendor's profile. Change Orders are accessed in exactly the same way as the PO, and are visible on the PO document in the **Change Orders** section.

Just like POs, you will be asked to acknowledge receipt of Change Orders upon selecting the PO to view. Check both of the check boxes on the left and click on the **Proceed** to view the PO and its Change Order(s).

Open Market Purchase Order ADSPO10-000390

Summary | Subcontractors

Header Information

Purchase Order Number:	ADSPO10-000390	Release Number:	0	Short Description:	Laptops
Status:	3PS - Sent	Purchaser:	System Administrator	Receipt Method:	Quantity
Fiscal Year:	2010	PO Type:	Open Market	Minor Status:	
Department:	ABA - Accountancy Board	Location:	ABA - Accountancy Board	Type Code:	
Alternate ID:		Entered Date:	09/29/2010 04:30:51 PM	Control Code:	
Days ARO:	0	Retainage %:	0.00%	Discount %:	0.00%
Required By Date:		Promised Date:			
Contact Instructions:		Tax Rate:		Actual Cost:	$6,000.00

Ship-to Address: Arizona Department of Homeland Security
1700 W. Washington St.
Suite 201
Phoenix, AZ 85007
US
Email: test@goperiscope.com
Phone: (602)542-7056

Bill-to Address: Arizona Department of Homeland Security
1700 W. Washington St.
Suite 201
Phoenix, AZ 85007
US
Email: test@goperiscope.com
Phone: (602)542-7056

Master Blanket/Contract End Date (Maximum):

Attachments: Uniform Terms & Conditions, Uniform Instructions, COPE.pdf

PO Terms

Preferred Delivery Method: Email

Remit-to Address:	Periscope Holdings 211 East 7th Street Suite 1100 Austin, TX 78701 US Email: test@goperiscope.com Phone: (555)555-5555	**Payment Terms:**	Net 30	**Shipping Method:**	
		Shipping Terms:		**Freight Terms:**	

Change Orders

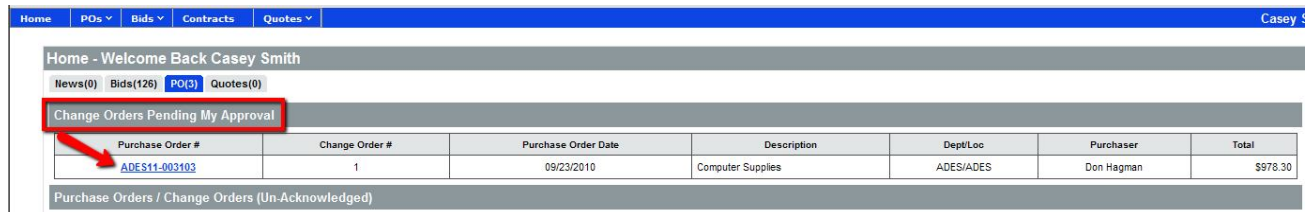| Change Order #	Change Order Note	Change Order Date	Bilateral Change Order
1	Item 1 1. Quantity changed from "10" to "15.0".	09/29/2010 04:43:21 PM	No

Finding Bilateral Change Orders

Some Change Orders may require your approval before they are applied to the PO. These are referred to as "Bilateral Change Orders." These are primarily used when an amendment is needed to a term contract you have with an agency or the State. Notifications of approval requests for Bilateral Change Orders will be sent to individual user accounts established for your vendor profile.

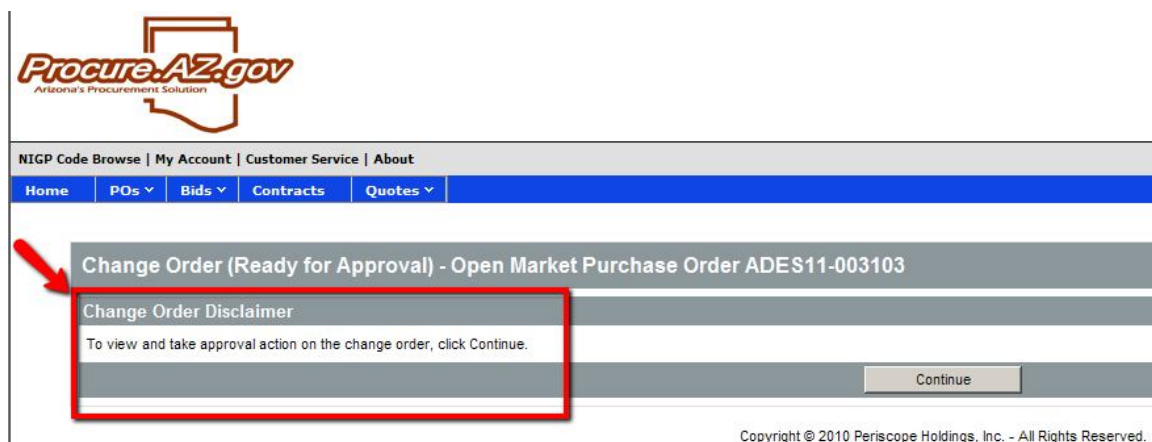# Accessing POs and Change Orders
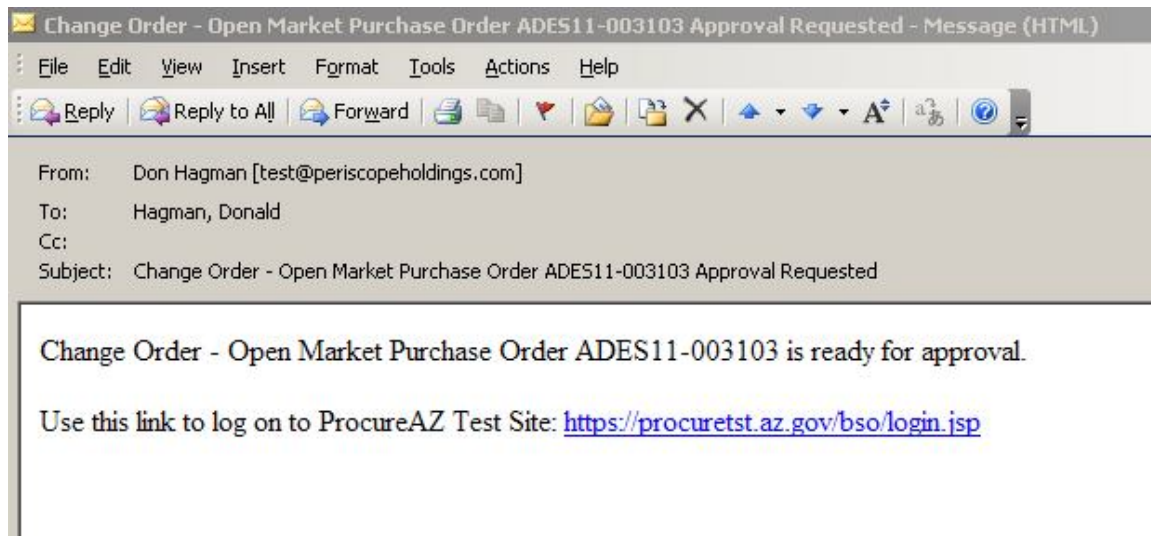
After you've received this notification, the Change Order is visible from your homepage within ProcureAZ under the PO tab within the **Change Orders Pending My Approval** section.

Approving Bilateral Change Orders

If you have been notified of a Change Order that you need to approve, upon selecting the document, follow the steps below to take action:

1. The **Change Order Disclaimer** screen will appear. You will need to accept it by clicking the **Continue** button.

2. Review the Change Order onscreen.

NOTE: If you want to review the entire PO, click the *Cancel and Exit* button. This will return you to your homepage. Select the PO tab again, then click on the PO# from the *Purchase Orders - Sent* section.

3. Select to "Approve" or "Disapprove Change Order" in the **Approval Actions** section. Selecting "Approve" will date and timestamp your approval of the Change Order. Selecting "Disapprove Change Order" will send the Change Order back to the state agency.

NOTE: If you select "Disapprove Change Order," you **must** provide a **Comment** field with the reasons for the disapproval.

4. Select the **Save & Continue** button. You will be asked to verify your selection. To do so, click **OK**. You have now responded to the approval request.